



Post Office Box 94111
Baton Rouge, LA 70804-9111

www.civilservice.la.gov

SHANNON S. TEMPLET, DIRECTOR
Phone: 225-342-8274
Fax: 225-342-8058
TDD: 800-846-5277
Toll Free: 866-783-5462

HR Handbook Update No. 2015 – 0001

Issue Date: June 5, 2015

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to HR Handbook Chapter 17

REASON FOR THE UPDATE: To clarify the layoff process and agency requirements as they pertain to employees within the organizational unit of a layoff plan who received a “Needs Improvement/Unsuccessful” on their most recent PES evaluation.

EFFECTIVE DATE: June 5, 2015

This update is to clarify the layoff rules so that the requirements of SCS Rule 17.15(b) are clear. In the event of a layoff, this rule requires that any employee who has received a “Needs Improvement/Unsuccessful” on their most recent PES evaluation ***shall*** be laid off if they are within the organizational unit of the layoff plan. Employees affected by this rule are to be laid off in addition to those targeted for abolishment in the layoff plan.

Job Aids:

Layoff – Overview

Adds a section entitled “Employees with PES Evaluations of “Needs Improvement/Unsuccessful.” This section states that employees who received an evaluation of “Needs Improvement/Unsuccessful” on their most recent PES evaluation shall be laid off first, if they are within the organizational unit of a layoff plan, even if the employee is in a different career field and/or commuting area than listed in the layoff plan.

Procedures:

Layoff Guidelines

Adds information pertaining to the review and determination of employee PES evaluations during the layoff preparation process and provides additional clarification of the application of Rule 17.15(b).

Rule by Rule Summary:

SCS Rule 17.15 – Determining the Employees who will be Laid Off or Relocated

Clarifies the information for Rule 17.15(b) to state that this rule applies only within the organizational unit of the layoff plan and not the organizational unit, career field, and commuting area.

If you have any questions, please contact your Employee Relations Consultant at (225) 342-8274.

Sincerely,

Shannon S. Templet
Director